



ANNOUNCEMENT NUMBER: CIFO 02-11
(21-11)

OPEN TO: All Interested Candidates / All Sources

POSITION: Chauffeur USAID/PSC; FSN-4

OPENING DATE: August 26, 2011

CLOSING DATE: September 8, 2011

WORK HOURS: Full-time, 40 hours / week

SALARY: *Position Grade: FSN-4*

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy/USAID in Abidjan is seeking an individual for the position of **Chauffeur** for the USAID Cote D'Ivoire Field Office.

BASIC FUNCTION OF POSITION

This position is located in the US Embassy, Abidjan, Côte d'Ivoire and is supervised by the USAID Development Counselor. As a member of the USAID Office of the Development Counselor (ODC), ensures performance of duties reflect well on this section and recognizes the importance of the timely performance of responsibilities to enable all staff to meet the commitments of the USAID ODC in Cote d'Ivoire.

Assigned as Chauffeur to the Development Counselor. May also be assigned driving responsibilities for visiting VIPs.

A copy of the complete position description listing all duties and responsibilities is available at <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. CIFO 02-11; Chauffeur USAID/PSC

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education (15%):** Completion of secondary school is required.
2. **Prior Work Experience (25%):** Five to seven years of accident free chauffeur experience is required. At least one year should have been with the U.S. Government or other international organization.
3. **Language Proficiency (15%):** Level 3 French and Level 2 English language proficiency is required.
4. **Job Knowledge (25%):** Must be knowledgeable of local traffic laws, city streets and traffic patterns, locations of major buildings, organizations, diplomatic missions, and government offices, shortest and safest routes to destinations and basic vehicle maintenance procedures. Knowledge of main routes within Cote D'Ivoire and ability to read road maps in order to find safe and expeditious alternate routes. Must be able to perform first line maintenance/repairs.
5. **Skills and Abilities (20%):** Ability to deliver passengers/ materials expeditiously and safely. Must have local driver's license appropriate to vehicles operated. Ability to exercise tact and diplomacy in carrying out responsibilities. Must have the ability to interact with a wide variety of USG staff including visiting VIPs.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.

TO APPLY

Interested individuals should submit cover letter and curriculum vitae with details of three referees to:

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

CLOSING DATE FOR THIS POSITION: SEPTEMBER 8, 2011

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.